

Homeland Security Grant Program
Delaware Homeland Security Terrorism Preparedness Working Group
Meeting Minutes

January 13, 2013

1. Call To Order

- a. Director Jamie Turner convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:30 pm, in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
 - 1. Meeting Notice & Agenda
 - 2. DHSTPWG Meeting Minutes December 9, 2013
 - 3. State Preparedness Report Executive Summary 2013
- b. December 9, 2013 minutes were reviewed and approved. **(Motion Approved: Robert Newnam; Second: Rick Duncan – Passed Unanimously)**

1. Old Business

a. Subcommittee Reports

Funding Subcommittee – (Allen Metheny, Chairman)

- I. Allen Metheny briefed the Working Group that projects are on course to be accomplished within the timeline established for FY2011/2013. DEMA is working on getting the FY2013 budget loaded into DEMA's database and DEMA Fiscal is working on loading the information into First State Financials. The tentative completion date is late January, 2014.
- II. Radios have been ordered and received. DivComm inventoried the radios for distribution and have programmed radios. It was noted that some end users have not yet received programmed radios. The next meeting will be held on February 3, 2014.

Training and Exercise Subcommittee – (Robert Newnam, Chairman)

- I. Robert Newnam, of the Delaware State Fire School, briefed that a T&E Subcommittee meeting was held on January 8, 2013. FY2011 and FY2012 budget lines are being executed on schedule. There may be cost savings as projects are closed. Therefore, additional projects are being considered for development. A briefing on the exercise program and 2014 training program was provided to the subcommittee. Additionally it was discussed that GSA rates need to be confirmed prior to travel since the rate will apply to funding travel, lodging and other related expenses.
- II. There were no requests from the Subcommittee.

b. Equipment Distribution Status

- I. There was nothing to report.

3. New Business

a. Planner and Purchaser Reports

- I. The Planner Reports were presented to the group by Arnold Maas and Will Hayes. There were no major updates to report. Disciplines have been informed on the status of projects and the balances of funding. Disciplines were reminded of the requirement to submit monthly subgrant reports. An electronic copy of the report is available upon request.
- II. The Purchaser Report was delivered by Ron Price. There were no major updates to report and electronic copies of the report are also available upon request.

b. FY2013 Homeland Security Grant Program Status

- I. Jennifer Dittman reported that she is working on getting the FY2013 budget loaded into DEMA's database and that DEMA Fiscal is working on loading the information into First State Financials. The tentative completion date is late January, 2014.

c. Radio Project

- I. Radios have been ordered and received. DivComm inventoried the radios for distribution and have programmed radios. It was noted that some end users have not yet received programmed radios. Jen Dittman will be looking into the issue. The radios are being distributed to Fire Service and Law Enforcement, and then to other disciplines. Should be completed by late-January.
- II. The purchase of the radios will consume about 75% of FY2012 funds.

d. OIG Inspection Update

- I. Jen Dittman noted the Office of Inspector General found no discrepancies with the management of the program. Allen Metheny noted that Senator Tom Carper commended Delaware's management of the Homeland Security Grant Program. Director Turner congratulated the leads, disciplines, and DEMA staff for making the program commendable.

e. State Preparedness Report Update

- I. The State Preparedness Report was submitted to FEMA prior to the deadline. An Executive Summary of the SPR was presented to the Working Group. Providing the information to participants of the SPR and tracking progress towards closing gaps is an issue to be addressed at the next Working Group meeting.

f. Subgrant Requirements

- I. Jen Dittman briefed subgrant progress reports are due by the 15th of each month for the prior month. Progress reports are not always delivered or tracked as required and information is often missing or lacking detail. DEMA conducts subgrant monitoring visits to ensure programmatic and audit requirements are being met. DEMA is working on designing an additional product to communicate requirements. Planners will be reaching out to subgrantees more actively.

g. Homeland Security Advisory Council Priorities

- I. The Homeland Security Advisory Council priorities from FY2013 are applicable for FY2014. The priorities are used to guide the Working Group in developing the Investment Justifications for FY2014.
- II. The meeting adjourned at 2:10 pm.

4. **Next Meeting** – The next meeting is scheduled for February 3, 2014 at 1:30, at DEMA .



JAMES E. TURNER, III

Chairman, Delaware Homeland Security Terrorism Preparedness Working Group
Attachments: Attendance Roster

Note: All Meeting Handouts are available upon request.

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MEETING ATTENDANCE ROSTER	
Name	Agency
Voting Members	
Jamie Turner	Chairman
Monroe Hudson	Delaware State Police, LE Lead
Col Dallas Wingate	Delaware National Guard, DNG Lead
Mayor Carleton Carey	Delaware League of Local Governments, GA Lead
Robert Newnam	Delaware Fire School, T&E Lead
James Hosfelt	Police Chiefs Council
Bob George	DEMA, CCP Lead
Dave Carpenter	New Castle County Emergency Management
Absent	Kent County Emergency Management
Joe Thomas	Sussex County Emergency Management
Absent	Wilmington Emergency Management
Sandra Alexander	Department of Technology and Information, CS Lead
Rick Duncan	Public Works, Lead
Suzanne Raab-Long	DE Healthcare Association, HC Lead
Ellen Malenfant	DNREC, HZ Lead
Dave Mick	Kent County, EMS Lead
Allen Metheny	Delaware Volunteer Firefighter's Association, FS Lead
Tim Sexton	Public Health, Lead
Absent	Department of Agriculture, AG Lead
Absent	Kent County, PSC Lead
Kami Beers	Division of Motor Vehicles, Lead
Working Group Members & Guests	
Raymond Holcomb	Homeland Security Advisor, DSHS
Thomas Ellis	Department of Justice, DAG
Joe Wessels	Delaware League of Local Governments, GA Proxy
Dwayne Day	DelDOT, PW proxy
Mike Chionchio	Office of State Fire Marshal
Isabella Kapan	Department of Technology and Information
Amy Anthony	Division of Motor Vehicles, Proxy
Delaware Emergency Management Agency Staff	
Jennifer Dittman	Terrorism Preparedness Supervisor
Edward Lee	Principal Planner
Will Hayes	Terrorism Preparedness Planner
Arnold Maas	Terrorism Preparedness Planner
Jim Cubbage	NIMS/IMT Coordinator
Ron Price	Terrorism Preparedness Management Analyst
Frank Igwe	Terrorism Preparedness Management Analyst
Marny McLee	Citizen Corps Coordinator